



## Incident Command System Resource Unit Leader (RUL)

### Overview

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**User** The user of this job aid will be anyone assigned as the Resource Unit Leader (RUL) within the Incident Command System. Personnel selected for this position need to have a good understanding of how the incident organization carries out check-in, resource ordering, and resource tracking (the processes). They will need to have good communications and organizational skills. They must be able to effectively use support personnel spread throughout the organization, including check-in recorders and field observers. The Resource Unit Leader must be able to train support personnel to garner appropriate resource information from Division/Group supervisors while working in a field environment.

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**When to Use** This job aid should be used to assist the Resource Unit Leader whenever an incident has occurred that requires the Incident Command System to respond.

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**Major Accomplishments** Below is a list of the major accomplishments:

- Accurately tracked resources
- Organizational assignments documented
- Assembled Incident Action Plan
- Unit demobilized

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**References** Below is a list of references that may be required while using this job aid:

- Oil Spill Field Operations Guide (ICS OS-420-1)
- NIIMS ICS Position Manual, Resource Unit Leader (ICS 221-3)
- NIIMS I-348 Resource Unit Leader Student Workbook
- NIIMS Task Book for Resource Unit Leader (RESL) (NFES 2337)

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## Overview (cont'd)

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### Materials

Ensure that these materials are available to the Resource Unit Leader during an incident, if not already provided in a unit or section specific support kit.

- ICS Forms Catalog
- Felt-tip pens/markers
  - Black (10 fine and 5 wide)
  - Assorted colors (10 fine and 5 wide)
- Ball point pens
  - Black or blue (5 to 10)
- Sharpened pencils
  - No. (2-5)
  - Mechanical with extra leads (3-5)
- Large erasers (2)
- Lined paper (2 tablets)
- Clipboard with name
- Envelopes – brown and/or messenger
  - Medium size (5-10)
  - Large size (5-10)
- Miscellaneous office supplies
  - Tape – clear and masking (1 roll of each)
  - White correction fluid (1-2 bottles)
  - Stapler with extra staples
  - Scissors (1 pair)
  - Large clips (6-10)
  - Paper clips and rubber bands
  - Carbon paper (5-10 sheets)
- Portable (cloth) or metal T-card holders or rack (1-2)
- T-Cards
  - White (50)
  - Rose and green (25 each)
  - Yellow (15)
  - Tan (25)
  - Blue and Orange (15)
  - Gray (50)

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## Overview (cont'd)

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### Materials (Cont'd)

The materials list is continued below.

- Miscellaneous
  - Resource Unit Position Guide (ICS 221-3)
  - Resource Designation System (MACS 410-2)
  - Crew Time reports (SF-261)
  - Response Resource Inventory (RRI)
  - Blank roster for assisting/cooperating agency and agency representative information
  - Blank roster for stakeholder group and point of contact information
  - Local Area Contingency Plan (ACP)/Unit OPLANS
  - Portable computer, loaded with database of area stakeholder/political entities and ICS forms
- Internet capabilities

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### General Information

Use clear text and ICS terminology (no codes) in all radio transmissions.

All radio communications to Incident Communications Center will be addressed: “(Incident Name) Communications”.

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**Initial Actions**

**General Tasks**

Below are responsibilities to be performed immediately by the Resource Unit Leader.

STEP	ACTION	
1.	Receive assignment	
2.	<p>Upon arrival at the incident, ensure check-in process has been set up at designated check-in locations. Check-in locations may be found at:</p> <ul style="list-style-type: none"> <li>• Incident Command Post</li> <li>• Base or Camps</li> <li>• Staging Areas</li> <li>• Helibases</li> </ul> <p><b>NOTE:</b> Seeing that incident resources are properly checked in is the <b>FIRST</b> responsibility of the <b>RESOURCE UNIT LEADER</b></p>	
3.	<b>IMPORTANT!</b>	
	<b>IF</b>	<b>THEN</b>
	The check-in process has not been established	Complete job aid for “Accurately Tracked Resources” page 6 Go to Step 4
	Check-in has been established	Go to Step 4
4.	<p>Obtain initial brief from Planning Section Chief</p> <ul style="list-style-type: none"> <li>• Size and complexity of incident</li> <li>• Expectations of the Incident Commander</li> <li>• Incident objectives</li> <li>• Agencies/organizations/stakeholders involved</li> <li>• Incident activities/situation</li> <li>• Special concerns</li> <li>• Most recent Incident Action Plan (IAP)</li> </ul>	
5.	Begin/maintain Unit Activity Log (ICS 214)	
6.	Acquire work materials from pages 2 and 3	

**Initial Actions (Cont'd)**

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**General Tasks  
(Cont'd)**

General tasks continue from the previous page

STEP	ACTION							
7.	Determine the unit's resource needs and staff size. Adjust as necessary							
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">IF</th> <th style="text-align: center;">THEN</th> </tr> </thead> <tbody> <tr> <td>Resources unit has not been established</td> <td>Go to job aid for "Accurately Tracked Resources", page 6</td> </tr> <tr> <td>Resources unit is established</td> <td>Go to Step 8</td> </tr> </tbody> </table>	IF	THEN	Resources unit has not been established	Go to job aid for "Accurately Tracked Resources", page 6	Resources unit is established	Go to Step 8	
IF	THEN							
Resources unit has not been established	Go to job aid for "Accurately Tracked Resources", page 6							
Resources unit is established	Go to Step 8							
8.	Organize, assign, and brief subordinates							
9.	Complete forms and reports required of assigned position and send material through supervisor to Documentation Unit							

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**Accurately Tracked Resources**

**Resource Check-in** Use this job aid to establish check-in and resource tracking and to order personnel to staff the Resource Unit.

STEP	ACTION							
1.	<p>Determine which facilities need CHECK-IN RECORDERS</p> <table border="1" data-bbox="630 573 1263 1192"> <thead> <tr> <th data-bbox="630 573 943 625">IF</th> <th data-bbox="943 573 1263 625">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="630 625 943 1010">Setting up INITIAL check-in locations</td> <td data-bbox="943 625 1263 1010">           Post one Check-in Recorder at each:           <ul style="list-style-type: none"> <li>• Staging area</li> <li>• Boat ramp/helibase</li> <li>• Division/group location</li> <li>• Bases/camps</li> <li>• ICP</li> <li>• Other areas as needed</li> </ul> </td> </tr> <tr> <td data-bbox="630 1010 943 1192">Setting up additional check-in locations to support EXTENDED response</td> <td data-bbox="943 1010 1263 1192">Post one Check-in Recorder at each additional check-in location as they are needed</td> </tr> </tbody> </table>	IF	THEN	Setting up INITIAL check-in locations	Post one Check-in Recorder at each: <ul style="list-style-type: none"> <li>• Staging area</li> <li>• Boat ramp/helibase</li> <li>• Division/group location</li> <li>• Bases/camps</li> <li>• ICP</li> <li>• Other areas as needed</li> </ul>	Setting up additional check-in locations to support EXTENDED response	Post one Check-in Recorder at each additional check-in location as they are needed	
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Setting up additional check-in locations to support EXTENDED response	Post one Check-in Recorder at each additional check-in location as they are needed							
2.	Enter the total number of Check-in Recorders needed for incident as determined in Step 1	_____						
3.	If conducting 24 hour operations, multiply the result in Step 2 by 2; otherwise enter the number in Step 2	_____						
4.	Enter the number of check-in recorders currently assigned	_____						
5.	Subtract Step 4 from Step 3; enter the result here and in Step 12. This is the number of Check-in Recorders still needed.	_____						

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**Accurately Tracked Resources (Cont'd)**

**Resource Check-in (Cont'd)**

The job aid to establish check-in and resource tracking continues from preceding page.

STEP	ACTION									
6.	Determine the number of STATUS RECORDERS needed <table border="1" data-bbox="665 567 1226 808"> <thead> <tr> <th>IF number of Divisions is</th> <th>THEN you need</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1 Status Recorder</td> </tr> <tr> <td>5</td> <td>2 Status Recorders</td> </tr> <tr> <td>10 or more</td> <td>3 Status Recorders</td> </tr> </tbody> </table>	IF number of Divisions is	THEN you need	2	1 Status Recorder	5	2 Status Recorders	10 or more	3 Status Recorders	_____
IF number of Divisions is	THEN you need									
2	1 Status Recorder									
5	2 Status Recorders									
10 or more	3 Status Recorders									
7.	Enter the total number of Status Recorders determined in Step 6	_____								
8.	If conducting 24 hour operations, multiply the result in Step 7 by 2; otherwise enter the number in Step 7	_____								
9.	Enter the number of Status Recorders currently assigned	_____								
10.	Subtract Step 9 from Step 8; enter the result here and in Step 12. This is the number of Status Recorders still needed	_____								

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**Accurately Tracked Resources (Cont'd)**

**Resource Check-in (Cont'd)**      Job aid continues from preceding page.

STEP	ACTION									
11.	<table border="1"> <thead> <tr> <th data-bbox="667 531 894 615">IF Volunteer Coordinator</th> <th data-bbox="894 531 1227 615">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 615 894 852">Is NOT assigned and NOT needed</td> <td data-bbox="894 615 1227 852">RUL tracks volunteers Enter zero in Step 12 Post Volunteer Check-in Sheet for volunteers to sign and list their actual capabilities</td> </tr> <tr> <td data-bbox="667 852 894 1115">Is NOT assigned but needed</td> <td data-bbox="894 852 1227 1115">If conducting 24 hour ops, enter 2 in Step 12; otherwise enter 1 Post Volunteer Check-in Sheet for volunteers to sign and list their actual capabilities</td> </tr> <tr> <td data-bbox="667 1115 894 1465">Is ASSIGNED</td> <td data-bbox="894 1115 1227 1465">Volunteer Coordinator tracks volunteers If conducting 24 hour ops, enter 1 in Step 12; otherwise enter zero Pass Volunteer Check-in Sheets to Liaison Officer for informational purposes</td> </tr> </tbody> </table>		IF Volunteer Coordinator	THEN	Is NOT assigned and NOT needed	RUL tracks volunteers Enter zero in Step 12 Post Volunteer Check-in Sheet for volunteers to sign and list their actual capabilities	Is NOT assigned but needed	If conducting 24 hour ops, enter 2 in Step 12; otherwise enter 1 Post Volunteer Check-in Sheet for volunteers to sign and list their actual capabilities	Is ASSIGNED	Volunteer Coordinator tracks volunteers If conducting 24 hour ops, enter 1 in Step 12; otherwise enter zero Pass Volunteer Check-in Sheets to Liaison Officer for informational purposes
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**Accurately Tracked Resources (Cont'd)**

**Resource Check-in (Cont'd)**      Job aid continues from preceding page.

STEP	ACTION											
12.	Determine personnel still needed to staff Resource Unit  <table border="1" data-bbox="630 573 1263 999"> <tr> <td data-bbox="630 573 1166 684">If conducting 24 hour operations, enter 1 for Resource Unit Leaders still needed; otherwise enter zero</td> <td data-bbox="1166 573 1263 684">_____</td> </tr> <tr> <td data-bbox="630 684 1166 768">Enter number of Check-in Recorders still needed (from Step 5)</td> <td data-bbox="1166 684 1263 768">_____</td> </tr> <tr> <td data-bbox="630 768 1166 852">Enter number of Status Recorders still needed (from Step 10)</td> <td data-bbox="1166 768 1263 852">_____</td> </tr> <tr> <td data-bbox="630 852 1166 936">Enter number of Volunteer Coordinators still needed (from Step 11)</td> <td data-bbox="1166 852 1263 936">_____</td> </tr> <tr> <td data-bbox="630 936 1166 999">Add up numbers entered above</td> <td data-bbox="1166 936 1263 999">_____</td> </tr> </table>	If conducting 24 hour operations, enter 1 for Resource Unit Leaders still needed; otherwise enter zero	_____	Enter number of Check-in Recorders still needed (from Step 5)	_____	Enter number of Status Recorders still needed (from Step 10)	_____	Enter number of Volunteer Coordinators still needed (from Step 11)	_____	Add up numbers entered above	_____	
If conducting 24 hour operations, enter 1 for Resource Unit Leaders still needed; otherwise enter zero	_____											
Enter number of Check-in Recorders still needed (from Step 5)	_____											
Enter number of Status Recorders still needed (from Step 10)	_____											
Enter number of Volunteer Coordinators still needed (from Step 11)	_____											
Add up numbers entered above	_____											
13.	Order personnel still needed (determined in Step 12) from SUL via Logistics											
14.	Obtain communication frequencies from Communications Unit Leader											
15.	Assign frequencies to Check-in Recorders in the field											
16.	Set up Communications method  <table border="1" data-bbox="667 1335 1227 1524"> <thead> <tr> <th data-bbox="667 1335 943 1388">IF Radio Link is</th> <th data-bbox="943 1335 1227 1388">THEN Use</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 1388 943 1440">Good</td> <td data-bbox="943 1388 1227 1440">Radio</td> </tr> <tr> <td data-bbox="667 1440 943 1524">Poor</td> <td data-bbox="943 1440 1227 1524">Runners, drivers, phones</td> </tr> </tbody> </table>	IF Radio Link is	THEN Use	Good	Radio	Poor	Runners, drivers, phones					
IF Radio Link is	THEN Use											
Good	Radio											
Poor	Runners, drivers, phones											

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**Accurately Tracked Resources (Cont'd)**

**Resource Check-in (Cont'd)**      Job aid continues from preceding page.

STEP	ACTION													
17.	Set up communications schedule <table border="1" data-bbox="667 537 1229 791"> <thead> <tr> <th data-bbox="667 537 943 655">IF</th> <th data-bbox="943 537 1229 655">THEN report check-in information to RUL</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 655 943 709">Initial build-up</td> <td data-bbox="943 655 1229 709">Every 15-60 minutes</td> </tr> <tr> <td data-bbox="667 709 943 791">Day 2+</td> <td data-bbox="943 709 1229 791">Upon request when directed</td> </tr> </tbody> </table>	IF	THEN report check-in information to RUL	Initial build-up	Every 15-60 minutes	Day 2+	Upon request when directed							
IF	THEN report check-in information to RUL													
Initial build-up	Every 15-60 minutes													
Day 2+	Upon request when directed													
18.	Brief Check-in Recorders on their assigned locations and procedures <table border="1" data-bbox="667 926 1229 1331"> <thead> <tr> <th data-bbox="667 926 943 1043">IF check-in reporting location is</th> <th data-bbox="943 926 1229 1043">THEN get information from</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 1043 943 1098">Base or camp</td> <td data-bbox="943 1043 1229 1098">Manager</td> </tr> <tr> <td data-bbox="667 1098 943 1180">Incident Command Post (ICP)</td> <td data-bbox="943 1098 1229 1180">Resources Status Recorder</td> </tr> <tr> <td data-bbox="667 1180 943 1234">Helibase</td> <td data-bbox="943 1180 1229 1234">Helibase Manager</td> </tr> <tr> <td data-bbox="667 1234 943 1289">Staging Area</td> <td data-bbox="943 1234 1229 1289">Staging Area Manger</td> </tr> <tr> <td data-bbox="667 1289 943 1331">Division/group</td> <td data-bbox="943 1289 1229 1331">Division Supervisor</td> </tr> </tbody> </table>	IF check-in reporting location is	THEN get information from	Base or camp	Manager	Incident Command Post (ICP)	Resources Status Recorder	Helibase	Helibase Manager	Staging Area	Staging Area Manger	Division/group	Division Supervisor	
IF check-in reporting location is	THEN get information from													
Base or camp	Manager													
Incident Command Post (ICP)	Resources Status Recorder													
Helibase	Helibase Manager													
Staging Area	Staging Area Manger													
Division/group	Division Supervisor													
19.	Identify actual check-in locations with signs visible for 100 feet during both day and night													
20.	Mark travel route to check-in locations with arrows													
21.	Eliminate multiple reporting systems													
22.	Provide for reliefs													

**Accurately Tracked Resources (Cont'd)**

**Resource Display**

Use this job aid to create the Resource Status Display and to fulfill the RUL's responsibility to document organizational assignments.

STEP	ACTION										
1.	Review status display and the following information sources: <ul style="list-style-type: none"> <li>• First unit on scene or responding</li> <li>• IC briefing</li> <li>• Section Chief briefing</li> <li>• ICS 201</li> <li>• IAP briefing</li> <li>• SITREPs, POLREPs or TACREPs</li> <li>• Line or on scene personnel</li> <li>• Check-in locations</li> </ul>										
2.	Create the status display using the decision table below <table border="1" data-bbox="630 974 1263 1717"> <thead> <tr> <th data-bbox="630 974 821 1094">IF</th> <th data-bbox="821 974 1052 1094">THEN prepare the following forms</th> <th data-bbox="1052 974 1263 1094">AND display them</th> </tr> </thead> <tbody> <tr> <td data-bbox="630 1094 821 1377">In INITIAL response mode</td> <td data-bbox="821 1094 1052 1377">           ICS 207            ICS 209 (resources &amp; agencies section)            ICS 201-4 (list of resources)         </td> <td data-bbox="1052 1094 1263 1377">           Immediately            Immediately            When obtained         </td> </tr> <tr> <td data-bbox="630 1377 821 1717">In EXTENDED response/ops mode</td> <td data-bbox="821 1377 1052 1717">           The above listed forms            ICS 219(s) (T-cards) to replace the ICS 201-4         </td> <td data-bbox="1052 1377 1263 1717">           When updated for IAP preparation or on the basis of resource status changes            When completed and/or updated         </td> </tr> </tbody> </table>	IF	THEN prepare the following forms	AND display them	In INITIAL response mode	ICS 207 ICS 209 (resources & agencies section) ICS 201-4 (list of resources)	Immediately Immediately When obtained	In EXTENDED response/ops mode	The above listed forms ICS 219(s) (T-cards) to replace the ICS 201-4	When updated for IAP preparation or on the basis of resource status changes When completed and/or updated	
IF	THEN prepare the following forms	AND display them									
In INITIAL response mode	ICS 207 ICS 209 (resources & agencies section) ICS 201-4 (list of resources)	Immediately Immediately When obtained									
In EXTENDED response/ops mode	The above listed forms ICS 219(s) (T-cards) to replace the ICS 201-4	When updated for IAP preparation or on the basis of resource status changes When completed and/or updated									

Continued on Next Page

**Accurately Tracked Resources (Cont'd)**

**Resource Display**

Job aid continued from previous page.

STEP	ACTION	
3.	Transcribe Check-in lists (ICS 211) and Resource Lists (ICS 201-4) onto T-cards (ICS 219) <b>NOTE:</b> Can be delegated to Status Recorders.	
4.	Organize ICS 219(s) to accurately reflect incident organization as reflected on ICS 207, 203, and 209's	
5.	Verify that resources checked-in were actually ordered for the incident	
6.	Brief appropriate personnel on how to communicate resource STATUS CHANGES for the incident:	
	<b>IF</b>	<b>COORDINATES or OBSERVES</b>
	Operations Section Chief Branch Director(s) Division/Group Supervisors Field Observers	Resource Status Changes: <ul style="list-style-type: none"> <li>Assigned</li> <li>Available</li> <li>Out of service</li> </ul> OR <ul style="list-style-type: none"> <li>Incident resource moves</li> </ul>
		<b>THEN</b>
		They SHALL communicate the change in status to the COMM Center/COMM Unit Leader
	<b>IF</b>	<b>RECEIVES</b>
	COMM Center personnel or the COMM Unit Leader	Communication of Resource Status Changes in the incident.....
		<b>THEN</b>
		Fill out Resource Status Change (ICS 210) & forward to RUL

Continued on Next Page

**Accurately Tracked Resources (cont'd)**

**Resource Display (cont'd)**

Use this job aid below to organize assignments.

STEP	ACTION										
7.	<p>Separate the Resource Status Display into separate T-card racks as the incident grows in size and complexity:</p> <table border="1" data-bbox="630 604 1263 1079"> <thead> <tr> <th data-bbox="630 604 954 655">IF Incident Complexity</th> <th data-bbox="954 604 1263 655">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="630 655 954 810">Expands beyond initial 12 hour shift with day and night tactical watches</td> <td data-bbox="954 655 1263 907" rowspan="3">           1. Prepare separate T-card rack for:           <ul style="list-style-type: none"> <li>• Each shift</li> <li>• Volunteers</li> <li>• Support vehicles</li> </ul> </td> </tr> <tr> <td data-bbox="630 810 954 861">Adds divisions</td> </tr> <tr> <td data-bbox="630 861 954 911">Adds groups</td> </tr> <tr> <td data-bbox="630 911 954 995">Acquires and extensive list of support vehicles</td> <td data-bbox="954 911 1263 1079" rowspan="2">           2. Display them as a part of the Resource Status Display         </td> </tr> <tr> <td data-bbox="630 995 954 1079">Acquires extensive volunteers</td> </tr> </tbody> </table>	IF Incident Complexity	THEN	Expands beyond initial 12 hour shift with day and night tactical watches	1. Prepare separate T-card rack for: <ul style="list-style-type: none"> <li>• Each shift</li> <li>• Volunteers</li> <li>• Support vehicles</li> </ul>	Adds divisions	Adds groups	Acquires and extensive list of support vehicles	2. Display them as a part of the Resource Status Display	Acquires extensive volunteers	
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Adds divisions											
Adds groups											
Acquires and extensive list of support vehicles	2. Display them as a part of the Resource Status Display										
Acquires extensive volunteers											
8.	<p>Verify that Resource Status Display accurately reflects field operations approved in the most current IAP.</p> <p>The following personnel can be used as verifiers</p> <ul style="list-style-type: none"> <li>• Division/Group Supervisors</li> <li>• Field observers</li> <li>• Check-in Recorders</li> </ul> <table border="1" data-bbox="630 1415 1263 1768"> <thead> <tr> <th data-bbox="630 1415 883 1465">IF</th> <th data-bbox="883 1415 1263 1465">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="630 1465 883 1684">           2-3 hours into operational period             OR            Preparing for tactics meeting         </td> <td data-bbox="883 1465 1263 1684">           Coordinate verification effort with Ops Section Chief             Dispatch field observers and/or query Division Supervisors         </td> </tr> <tr> <td data-bbox="630 1684 883 1768">Otherwise</td> <td data-bbox="883 1684 1263 1768">Update status as changes occur and as necessary</td> </tr> </tbody> </table>	IF	THEN	2-3 hours into operational period  OR Preparing for tactics meeting	Coordinate verification effort with Ops Section Chief  Dispatch field observers and/or query Division Supervisors	Otherwise	Update status as changes occur and as necessary				
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2-3 hours into operational period  OR Preparing for tactics meeting	Coordinate verification effort with Ops Section Chief  Dispatch field observers and/or query Division Supervisors										
Otherwise	Update status as changes occur and as necessary										

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**Accurately Tracked Resources (cont'd)**

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**Resource Display  
(cont'd)**

The check list is continued below.

STEP	ACTION	
9.	Submit updated resource status change information to Status Recorder	
10.	Update ICS 219(s), 203, 209, 207	
11.	Maintain a master list of checked in resources (ICS 211), completed check-in sheets (ICS 201-4), copies of resource orders, status change cards (ICS 210) and the unit log (ICS 214) for documentation	
12.	Act as Demobilization Unit Leader if assigned by Planning Section Chief	

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## Organizational Assignments Documented

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**Operational Planning Worksheet (ICS 215)** Use this job aid to determine the quantity and assignments of resources needed for the next operational period.

STEP	ACTION	
1.	Attend tactics meeting	
2.	Fill out draft ICS 215 with Operations & Planning Section Chiefs	
3.	Enlarge completed ICS 215 to poster size	
4.	Attend Planning Meeting	
5.	Post enlarged ICS 215 in meeting area	
6.	Lead discussion on resources by using ICS 215, make changes and get final approval from IC	
7.	Prepare resource orders using ICS 213	
8.	Provide finalized copy of ICS 215 and resource orders to Logistics Section Chief	
9.	Record reporting location (Block 7, ICS 215) onto NOTES block on ICS 219	
10.	Fill out ICS 203 for next operational period using ICS 215, ICS 211, IC 209, ICS 207	
11.	Send copy of ICS 203 to Situation Unit Leader; keep copy for IAP	
12.	Fill out ICS 204 for next operational period using ICS 215 and ICS 205	
13.	Send copy of ICS 204 to Operations Section Chief; keep copy for IAP	
14.	Forward completed ICS 215 to Planning Section Chief for approval	

Continued on Next Page

## Assemble Incident Action Plan (IAP)

### General Tasks

Use the check-list to guide assembly of the IAP.

STEP	ACTION			
1.	Gather forms			
	<b>Form # (Name)</b>	<b>Prepared By</b>	<b>Draft</b>	<b>Final</b>
	IAP Cover	SUL		
	ICS 202 (Response Objectives)	PSC		
	ICS 203 (Organization Assignments)	RUL		
	ICS 204 (Division/Group Assignment)	OPS/RUL		
	ICS 205 (Communications Plan)	Comms Unit Leader		
	ICS 206 (Medical Plan)	Medical Unit Leader		
	ICS 232 (Resources at Risk)	SUL		
	ICS-OS-209	SUL/RUL		
	ICS 220	OPS		
	Daily Safety Message	Safety Officer		
	Traffic Plan*	Ground Support Unit Leader		
	Incident map(s)	SUL		
	Demobilization Plan*	Demob Unit Leader		
	*As necessary			
2.	Go through all forms to CHECK for completeness			

Continued on Next Page

**Assemble Incident Action Plan (IAP)**

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**General Tasks  
(Cont'd)**

The check-list for assembling the IAP is continued below.

STEP	ACTION	
3.	Talk to person responsible for completing each form to get missing information	
4.	Enter missing information	
5.	Combine forms in the order listed in Step 1	
6.	Attach Incident Action Plan cover sheet	
7	Forward completed draft Incident Action Plan to the Planning Section Chief	

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**Section/Unit Demobilized**

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**Demobilization Tasks** Below are demobilization responsibilities applicable to all personnel assigned to this section/unit.

STEP	ACTION	
1.	Receive Demobilization Plan from Demobilization Unit Leader/Planning Section Chief	
2.	Brief subordinates regarding demobilization	
3.	Supervise demobilization of unit, including storage of supplies	
4.	Provide Supply Unit Leader with a list of supplies to be replenished	
5.	Forward all Section/Unit documentation to Documentation Unit	
6.	Complete Check-out Sheet	

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## Information Exchange Matrix

### Information Exchange Matrix

**Inputs/Outputs** Below is an input/output matrix to assist you with obtaining information from other ICS positions and providing information to ICS positions.

MEET With	WHEN	RUL OBTAINS	RUL PROVIDES
Incident Commander	Initial incident brief  OPS briefing  Planning meeting	ICS 201-4  Shifts in tactics Resource Status  Approved list of resources to be ordered	ICS 215, present final form for IC approval
Planning Section Chief	Initially upon arrival at incident  Tactics pre-planning meeting  Section meeting  IAP preparation meeting	Special instructions  Objectives Change in tactics, assignments, resource status  Directions from PSC Daily meeting schedule  Deadline for preparation of draft IAP	ICS 215, fill out with PSC and OPS Current state of resources on scene and available ICS 202, fill out during meeting Brief of unit performance All work products  Status of when the following forms will be ready: ICS 202, 203, 204, 207
Resource Unit Personnel Check-in Recorders Status Recorders Volunteer Coordinator(s)	Upon arrival at incident and when ordered personnel arrive on scene	List of names Qualifications	Assignments Tasking Check-in procedures
Situation Unit Leader	Planning Meeting	Future projections for incident	Resource Status information so SUL can fill out ICS 202

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**Information Exchange Matrix (continued)**

**Inputs/Outputs**

<b>MEET With</b>	<b>WHEN</b>	<b>RUL OBTAINS</b>	<b>RUL PROVIDES</b>
Operations Section Chief	Tactics pre- planning meeting  2-3 hours into current operational period  Prior to tactics pre-planning meeting  Completing/ updating ICS 203 and 204	Objectives  Changes in tactics, assignments, resource status  Approval to use OPS personnel as field verifiers  Division/Group assignments	ICS 215, fill out with OPS and PSC  Current status of resources available  ICS 202, fill out during meeting  Directions on conducting field verification (ICS 211 Check-in Lists and ICS 204-4 Resource Lists)  Final ICS 215  ICS 203 and 204
Logistics Sections Chief	As needed	Supplies, communications equipment and work space  Status of transportation and support vehicles  Cross check of orders to verify what was checked-in	Resource orders on ICS 213  Copy of ICS 211's  Copy of current approved ICS 215